

~~SECRET~~

ENCL. B.

DRAFT

IAC STANDING COMMITTEE

DRAFT

QUESTIONNAIRE ON BIOGRAPHIC FILES

1. Custodian  
 a. Department \_\_\_\_\_  
 b. Office \_\_\_\_\_  
 c. Division \_\_\_\_\_  
 d. Branch \_\_\_\_\_
2. Location  
 a. Washington \_\_\_\_\_  
 b. Domestic (Give specific place) \_\_\_\_\_  
 c. Foreign (" " " ") \_\_\_\_\_
3. Title or Name of File \_\_\_\_\_  
 (include country or countries covered)
4. Classification  
 a. Unclassified  
 b. Restricted  
 c. Confidential      d. Secret  
 e. Top Secret  
 f. Mixed
5. Type of File  
 a. Overt \_\_\_\_\_  
 b. Covert \_\_\_\_\_  
 c. Security \_\_\_\_\_
6. Category (ies) of Personalities Covered (check one or more)  
 a. Political \_\_\_\_\_      d. Military \_\_\_\_\_      g. Scientific \_\_\_\_\_  
 b. Economic \_\_\_\_\_      e. Naval \_\_\_\_\_  
 c. Sociological/Cultural \_\_\_\_\_      f. Air \_\_\_\_\_
7. Physical Description  
 a. Cards \_\_\_\_\_ Size \_\_\_\_\_ approx.no. \_\_\_\_\_; approx.no.of names \_\_\_\_\_  
 b. Folders \_\_\_\_\_ Size \_\_\_\_\_ approx.no. \_\_\_\_\_; approx.no.of names \_\_\_\_\_  
 c.\* Other \_\_\_\_\_ Size \_\_\_\_\_ approx.no. \_\_\_\_\_; approx.no.of names \_\_\_\_\_  
 \*(describe briefly) \_\_\_\_\_  
 d. Method of entry  
 Typewritten \_\_\_\_\_ Handwritten \_\_\_\_\_  
 e. Languages  
 English \_\_\_\_\_; Foreign language \_\_\_\_\_; Mixed languages \_\_\_\_\_  
 (specify) (specify)
8. Sequence of Arrangement  
 a. Alphabetical by name \_\_\_\_\_  
 b. Alphabetical by name within country \_\_\_\_\_  
 c. a. or b. above supplemented by special categories (describe briefly):  
 d. Overall name indices  
 Flexoline \_\_\_\_\_, listings \_\_\_\_\_, other \_\_\_\_\_
9. Source Identification  
 a. Sources documentary \_\_\_\_\_  
 b. Sources coded \_\_\_\_\_  
 c. No sources indicated \_\_\_\_\_
10. The file (could be) (has been) duplicated by:  
 a. Microfilm \_\_\_\_\_  
 b. Photostat \_\_\_\_\_  
 c. Other \_\_\_\_\_ (describe): \_\_\_\_\_
11. Copies have been disseminated to:  
 a. Name \_\_\_\_\_, Location \_\_\_\_\_  
 b.  
 c.
12. Status of file and dates covered  
 a. Active \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_  
 b. Inactive \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_  
 c. Other \_\_\_\_\_, from \_\_\_\_\_ to \_\_\_\_\_
13. Present Planned Disposition of File  
 a. Will be maintained on current basis \_\_\_\_\_  
 b. Will be held as reference file without additions \_\_\_\_\_  
 c. Will be retired to archives status \_\_\_\_\_  
 d. Will be destroyed \_\_\_\_\_

State Dept. declassification & release instructions on file

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